NORTEL NETWORKS

Enterprise Edge
M7310
Quick Reference Guide

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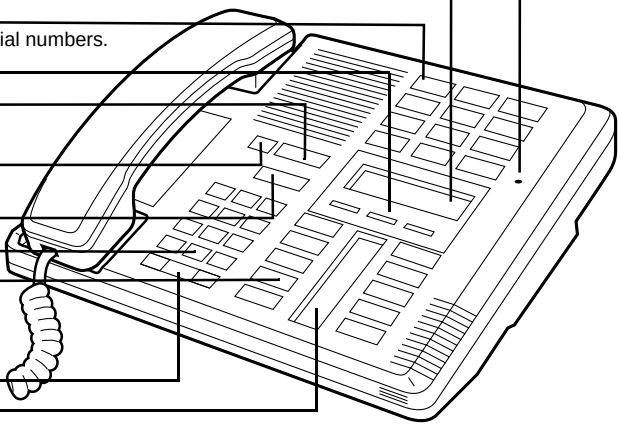
Your Enterprise Edge M7310 Telephone



Shift button
For using the top function of a dual-memory button.

Display
shows the time, date, call information, and guides you.
The lower line of the display is reserved for display button instructions.

Dual-memory buttons
store any two features and/or autodial numbers.

Display buttons

Feature button
starts or ends a feature.

Release button
cancels active calls.

Hold button

Dial pad

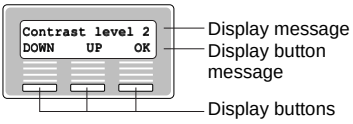
Memory and line buttons
are buttons with indicators for one touch dialing, feature operation or line access.

Volume control

Indicators
appear beside lines and features.

Using display buttons

Three display buttons appear directly below the display. When active, these buttons appear in capital letters on the second line of the display. In this document, display buttons appear as underlined, capital letters: for example, OK.



Using Button Inquiry

Check what is programmed on your memory buttons.

1. Release all calls or lines with dial tone.
2. Press Feature * 0 .
3. Press the button(s) that you want to check and read the display.
4. Press Feature when finished.

Adjusting display contrast

1. Press Feature * 7 .
2. Press UP or DOWN for the level you want.
3. Press OK when finished.

Selecting a ring type and volume level

1. Press Feature * 6 .
2. Press 1 , 2 , 3 , 4 , or NEXT to hear the different ring types.
3. While the telephone is ringing, press 🔉 🔊 to adjust the volume level.
4. Press OK to store the volume level and ring.

Making and answering calls

Answering calls

Answering calls using the handset

When your telephone rings, or ▶ flashes beside an Intercom or line button:

1. Lift the handset.
   OR
   Press the button beside the flashing ▶ before lifting the handset.

Answering calls using Handsfree

When your telephone rings, or ▶ flashes beside an Intercom or line button:

1. Press [Handsfree Mute].

Making calls

Depending upon the dialing mode programmed on your telephone, you may have to lift the handset before making a call.

[Line]

External calls using numbered line buttons

1. If you do not have an external Prime line, press a line button.
2. Dial your call.

[Intercom]

External calls using Intercom buttons

1. Lift the handset.
2. If ▶ appears beside an Intercom button, enter a line pool access code.
   OR
   Press an Intercom button without ▶, then enter a line pool access code.
3. When you hear external dial tone, dial your call.

Internal calls using Intercom buttons

1. If you do not have an internal Prime line, press [Intercom].
2. Dial your call.

Note: Line pool access codes and extension numbers are supplied by your System Administrator.

[Hold]

Holding Calls

1. Press [Hold]. The ▶ flashes beside the line on hold.
2. Press the line button with the flashing ▶ to return to the call.

Automatic hold

Calls are put on hold automatically when you switch from one line to another.

Exclusive hold

Use Exclusive Hold ([Feature] [Hold]) to keep a call on hold so that it can be retrieved only at your telephone.

Making and answering calls continued

Handsfree Mute

System Administrator can program Handsfree for your telephone.

Switching between Handsfree and handset

1. Press Handsfree Mute and replace the handset to switch to Handsfree.
2. Pick up the handset to switch back.

Using Mute

1. Press Handsfree Mute microphone OFF.
2. Press Handsfree Mute again to turn the microphone ON.

Making calls using Handsfree

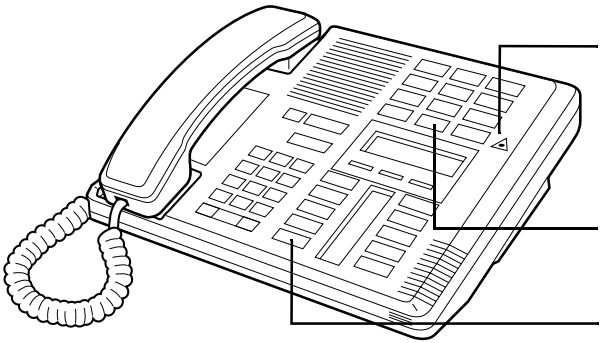
Press Handsfree Mute instead of lifting the handset.

Notice

This telephone now conforms to the latest standards in relation to the positioning of Q and Z on the number keys. The Q appears on key number 7 and the Z appears on key number 9.

Programming memory buttons

About memory buttons



Memory buttons store telephone numbers or feature codes to give you one-touch dialling or feature activation.

To use the top function, press the shift button, then press the dual-memory button.

There are two types of memory buttons: single-memory and dual-memory.

Dual-memory buttons:
To use the bottom function, press the dual-memory button.

Single-memory buttons:

Single-memory buttons are the buttons with indicators other than line or Handsfree buttons.

Remember: Press [Feature] [*] [0] to check a memory or line button.

Programming memory buttons

External Autodial

1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [*] [1].
3. Press a memory button.
4. Dial the external number.
5. Press [OK] to store the number.
6. Label your new button.

Internal Autodial

1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [*] [2].
3. Press a memory button.
4. Dial the station number.
5. Label your new button.

Features

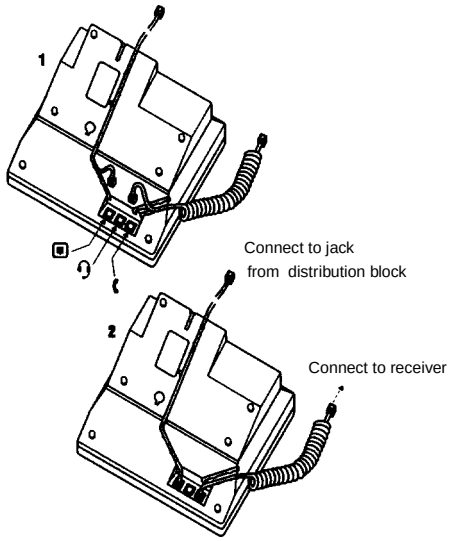
1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [*] [3].
3. Press a memory button.
4. Press [Feature] and the feature code.
5. Label your new button.

Erasing memory buttons

1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [*] [1].
3. Press the memory button you want to erase.
4. Press [OK] to erase the button.

Setting up the telephone

Connecting the cords



ATTENTION Before attempting to carry out **any** work on the telephone, ensure that the line cord is unplugged from the wall socket.

To remove any of the cords, squeeze the release latch on the plug and gently pull the plug from the socket.

Connect the handset cord to the jack labelled with the telephone icon and route the cord as shown.

If you are using a headset, route the cord along the channel in the base and connect the cord to the telephone jack that is marked with the headset icon.

Route the line cord through the stand and connect the cord to the telephone jack that is marked with the jack icon.

Attach the stand using the slots on the back of the telephone.

Once the above work is complete, plug the line cord back into its wall socket.

Setting up the telephone

Mounting the telephone on the wall